

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Vocational Validation	06/26/2020	Christy Junkins	PowerSchool and IT
Title I Annual Meeting Documen...	06/05/2020	Haley Perez	Title I
Acknowledgment Form 180 In-Ses...	06/12/2020	Zenobia Ealy	PowerSchool and IT
FY20 Audit Engagement Letter	06/30/2020	John Li	Finance
Narrative for School Report	06/30/2020	Christy Junkins	Leadership
Summer Survey	06/30/2020	Christy Junkins	Leadership
20 Day Letter(Apr-June)	06/15/2020	Haley Perez	Title I
SC Association of School Admin...	04/16/2020 - 06/15/2020	Paula Gray	Human Resources and ...
Transcripts and Palmetto Fello...	05/05/2020 - 06/15/2020	Zenobia Ealy	PowerSchool and IT, ...
DHEC COVID-19 Interim Guidance...	05/22/2020 - 06/05/2020	Sherri Herbst	State and Academic P...
Proposed Statement of GASB Pos...	05/26/2020 - 06/30/2020	John Li	Finance, New Schools...
Jan 2020 - June 2020 Semi Annu...	05/26/2020 - 06/30/2020	Ciera Bing	Federal Programs Fin...
Carryforward Authority	05/27/2020 - 06/30/2020	John Li	Finance, New Schools...
FY20 ATSI Amendment Approval	05/29/2020 - 06/28/2020	Haley Perez	Additional Targeted ...
FY20 CATE Amendment Approval	05/29/2020 - 06/28/2020	Haley Perez	CTE, Federal Program...
FY20 IDEA Amendment Approval	05/29/2020 - 06/28/2020	Haley Perez	Federal Programs Fin...
Medical Spending Account Chang...	05/29/2020 - 06/13/2020	Sonja Bradford	Human Resources and ...
PEBA's Guidance to COVID 19 Te...	05/29/2020 - 06/13/2020	Sonja Bradford	Human Resources and ...
Memo 2019-2020 Surveys	06/01/2020 - 06/30/2020	Haley Perez	Title I, Title II

Submission: Vocational Validation

Department: PowerSchool and IT

Due Date: 06/26/2020

Details: Identified vocational students without vocational courses.

Submission: Title I Annual Meeting Documents

Department: Title I

Due Date: 06/05/2020

Details: The agenda MUST include the following: 1) The school's participation in Title I and the requirements of Title I, 2) The parents' right to be involved in their child's education, 3) School performance profiles, 4) Their child's individual student assessment results and an interpretation of such results, 5) A description of the curriculum/assessment.

Submission: Acknowledgment Form 180 In-Session Calendar Days in PowerSchool

Department: PowerSchool and IT

Due Date: 06/12/2020

Details: At this time you will need to go into the PowerSchool calendar set up page and starting with March 13th or March 16th recheck all in-session days through your school's 180th day or last day of school. Once completed you should have 180 in-session days.

Submission: FY20 Audit Engagement Letter

Department: Finance

Due Date: 06/30/2020

Details: Pursuant to S.C. Code Ann. §59-40-50(B)(3), the School shall adhere to the same financial audits, audit procedures, and audit requirements as are applied to all other public schools. Sponsor may audit School records at any time. In addition, the School shall obtain at its expense and submit to the Sponsor an independent annual audit from a qualified auditing or accounting firm of all financial records. The audit and its findings shall be submitted in hard and electronic copy to the Sponsor by November 1 of each year for inclusion in the Sponsor's report to the SCDE. The School shall provide the Sponsor with contact information of the School's auditor (i.e. name, address, phone number (s) and email address).

Submission: Narrative for School Report

Department: Leadership

Due Date: 06/30/2020

Details: Updated narrative for the school report card. For existing schools, last year narrative is provided. For first year schools, examples of narratives as well as narrative guidelines are provided.

Submission: Summer Survey

Department: Leadership

Due Date: 06/30/2020

Details: When filling out the summer survey please turn off autofill option while completing the survey. Last year SCDE received an increasing number of personal home addresses inserted into the school address.

Submission: 20 Day Letter(Apr-June)

Department: Title I

Due Date: 06/15/2020

Details: Please submit any 20 day letters sent between April 1-June 30. (In accordance with ESSA, all schools are required to provide timely notice to parents when students have been assigned or taught 4 or more consecutive weeks by a teacher who does not meet applicable licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) Please select "no" if your school has not sent any 20 day notification letters to parents during this time.

Announcement: SC Association of School Administrators (SCASA) Memberships

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 04/16/2020

End Date: 06/15/2020

Details: SCASA is offering their 2020-2021 memberships at a discounted rate as in previous years. The discounted group rate is \$175.50 per member and the individual rate is \$195.00, so it does save to join as a group. Please send a list of the employees from your school that you would like to have memberships to Paula Gray at hrbenefits@erskinecharters.org no later than June 15, 2020, to receive your discount. Please include their name, position title, email address, phone number, and preferred roundtable group.

Announcement: Transcripts and Palmetto Fellows Scholarship Deadlines

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT, Transfer Schools

Start Date: 05/05/2020

End Date: 06/15/2020

Details: The Early Award period for Palmetto Fellows Scholarship Application closed on April 15, 2020. S.C. Commission on Higher Education (CHE) will accept applications postmarked April 15, 2020, or earlier for the Early Award period. Please note, the Late Award period begins May 15, 2020, and continues until June 30, 2020. The June 15, 2020 deadline for transcripts and rank calculations will still be in effect for this cycle. The SCDE has informed us "The transcript date should still be the 180th day, the last day of class, or the day after when grades are finalized. The last day of class or when grades are finalized should still be close to the 180th day this year. Even though e-learning may end earlier this year, the remaining two weeks are being used for students and teachers to finish up work/grading. All students that are taken high credit courses through grades 7 - 12 must have a transcript printed and ranked (if applicable) no later than JUNE 15, 2020. PLEASE ARCHIVE these transcripts electronically.

Announcement: DHEC COVID-19 Interim Guidance for School Operations

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/22/2020

End Date: 06/05/2020

Details: Attached you will find the COVID-19 Interim Guidance for School Operations that was released by DHEC on May 18, 2020. This is the guidance available as of May 18, 2020, and may be updated as new information on the novel virus becomes available.

Announcement: Proposed Statement of GASB Postponement of Certain Authoritative Guidance (GASB Statement No. 84, Fiduciary Activities and GASB Statement No. 87, Leases)

Contact Person: John Li

Department(s): Finance, New Schools, Transfer Schools

Start Date: 05/26/2020

End Date: 06/30/2020

Details: Attached is the South Carolina Department of Education's (SCDE) memorandum addressing the Proposed Statement of GASB, Postponement of Certain Authoritative Guidance (GASB Statement No. 84, Fiduciary Activities and GASB Statement No. 87, Leases). The SCDE has reviewed the Proposed Statement for the potential effects on South Carolina school districts. Attached is a copy of a memorandum related to the extension of effective dates of certain provisions in Statements and Implementation Guides due to the impact of COVID-19. Please feel free to reach out to me if you have any questions.

Announcement: Jan 2020 - June 2020 Semi Annual Certifications

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 05/26/2020

End Date: 06/30/2020

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report. **If your school already has a form in place... 1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation) 2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as the circular no longer exist 3. If an employee was hired mid year, please reflect the correct hiring dates on the form. If Semi Annual Certifications for the 2nd semester are not received by the June 19, 2020 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Please use correct form that request "Position Title"

Announcement: Carryforward Authority

Contact Person: John Li

Department(s): Finance, New Schools, Transfer Schools

Start Date: 05/27/2020

End Date: 06/30/2020

Details: Please see the attached Memo from SCDE regarding carryforwards authority to all general fund, EIA, and lottery funds allocated in Fiscal Year 2019. This carry forward authority does not apply to federal funds.

Announcement: FY20 ATSI Amendment Approval

Contact Person: Haley Perez

Department(s): Additional Targeted Support and Improvement, Federal Programs Finance

Start Date: 05/29/2020

End Date: 06/28/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 ATSI plan from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: FY20 CATE Amendment Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/29/2020

End Date: 06/28/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 CATE plan from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: FY20 IDEA Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Special Education and 504

Start Date: 05/29/2020

End Date: 06/28/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 IDEA plan from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: Medical Spending Account Changes for Over the Counter Drugs

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 05/29/2020

End Date: 06/13/2020

Details: The Coronavirus Aid, Relief and Economic Security Act (CARES Act) permanently reinstated coverage of over-the-counter drugs (OTC drugs) without a prescription for Medical Spending Accounts (MSAs). This change is effective for expenses incurred on or after January 1, 2020. Examples of OTC drugs include allergy medicines, antacids, cold, cough and flu medicine, and pain and fever relievers. MSA participants must still provide documentation for claims for OTC drugs just as they would for any other claim.

Announcement: PEBA's Guidance to COVID 19 Testing in South Carolina

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 05/29/2020

End Date: 06/13/2020

Details: PEBA has issued guidance on COVID-19 testing within South Carolina. Currently, PEBA covers COVID-19 diagnostic and antibody tests. PEBA does not cover COVID-19 return to work tests. Additionally, the South Carolina Department of Health and Environmental Control (DHEC) is operating mobile testing and popup clinics throughout the state, especially in rural and underserved communities. These clinics offer free COVID-19 testing to the public. To view current mobile testing clinics sites, visit scdhec.gov/covid19mobileclinics. Please see attached document for additional information.

Announcement: Memo 2019-2020 Surveys

Contact Person: Haley Perez

Department(s): Title I, Title II

Start Date: 06/01/2020

End Date: 06/30/2020

Details: Please review your school's 2019-2020 survey memo to access and review your final cumulative data.